

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Minutes from 21 August 1985 Curriculum Committee

FROM:

ADC/OTE
Rm 1026, C of C

EXTENSION

NO.

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DATE

26 August 1985

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TO: (Officer designation, room number, and building)

EXO 8/27

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/DTE

2.

3. D/OTE

4.

ADC

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15.

Good, good work!

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26 August 1985

MEMORANDUM FOR: OTE Curriculum Committee Members

FROM:

[redacted]
Assistant Director of Training for Curriculum

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1. Copies of Mr. Fitzwater's memo pertaining to the Scranage case were passed out. Once the Office of Security has sanitized the material on the Scranage case and pending completion of litigation, OTE components who train students headed for overseas assignments will develop course segments dealing with the issues surrounding Ms. Scranage's recruitment. In the meantime, all units who offer segments on security related issues will examine these segments for relevancy. [redacted] is charged with looking at the various segments offered by OTE units on security to ensure there is consistency. A report is due to DTE within one month.

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2. Members were updated on the progress being made on establishing a Training Trainers Program, updated on new OTE commitments, reminded that budget data was overdue, advised of two surveys on-going in DA components, and told of DI concerns pertaining to the CT program. On the latter topic, [redacted] CT Staff, will look at Ops training in the CTDC and seek to one, reduce the emphasis on Ops training and ensure that there is no overlap between CTDC, FTC and FOF. Finally, members were informed of OSO's request to contract for defensive driving and the concerns surrounding such a contract. Chief, WOTS and ADC will meet with OSO to inform them of OTE's concerns and to advise them of the Agency plan for training people headed for high risk overseas assignments.

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3. Members were reminded that their papers on course sequencing are due in TSD. [redacted], C/TSD reported on progress toward completing OTE catalog. All contributions from OTE units are in. Target date for completion is 1 January 1986. [redacted] Chief ISTD, noted a change in the minutes from the last session. Members agreed he should proceed with

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his plan for changes in GIMS II. [] also requested that the course reviews for JCL and PLI be dropped from the review process. Based on the small number of students trained in these courses and OIT's willingness to provide instructors, members agreed to withdraw these courses from curriculum review. [] was encouraged to work toward having these courses dropped from OTE's Curriculum.

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4. ADC presented his outline on the functions of the Curriculum Committee. The paper defines the areas of responsibility for the committee and seeks to have the committee's responsibilities limited to those discussed in the outline. Members concurred without discussion.

5. [] (ISTD), consultant to the committee presented her outline on procedures for the committee. Some members expressed concern about these procedures as they pertained to their responsibilities for course and curriculum review. ADC agreed that course and curriculum review is generally a line responsibility, and they have primary responsibility for ensuring that all courses are systematically reviewed and that these reviews are rigorously conducted. Hence, [] will serve as an advisor to the committee and ADC to ensure that reviews are methodologically sound. Members will provide the names of two individuals from each division who will work with [] on designated course reviews, need surveys and curriculum reviews. Her role is to act as expert advisor and to ensure that the Curriculum Committee is brought only relevant information and recommendations pertaining to reviews and surveys in timely fashion and for decisions and action. [] was assigned three priority need surveys; Management Training Survey (completed with paper to ADD's by 1 January), Area Studies Survey (completed by December with recommendations to the committee.) []

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[] will work with [] on this survey. A survey of the Off-Campus Program (completed by 1 November with recommendation to the committee) will begin as soon as possible. [] C/TSD, [] C/PG will assist

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[] as will the University of Virginia. [] will also work with the Office of Logistics and the Office of Finance with their component surveys. As to course reviews (see attachment for schedule), [] is available to assist in these reviews. On these reviews, members will undertake to

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ensure that the committee is presented with a series of recommendations and actions to be taken for each course under review.

6. Committee members agreed to provide ADC with a list of all planned new courses for FY 1986. This should be submitted by 1 September 1985. The next scheduled committee meeting is for 10:00 A.M., 18 September. By that time budget data and course priorities should be ready for Curriculum Committee action. In addition, committee members should be prepared to approve the CBTG priority list of CBT efforts for FY 1986 and the Media Production Branch's priority list of FY 1986 media production. In addition, ADC would have members consider the role of OTE's library in support of unit training.

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